

EXHIBIT A
Information Resource Training for Nurse Interns
Statement of Work

Background

The proposed project is to design, deliver and do a follow up study on a library use training program for newly graduated RNs recruited as nurse interns at the Dixie Regional Medical Center (DRMC) in St. George, Utah. The goal is to accustom nurse interns to utilizing information resources available from DRMC Medical Library, inculcate habits of up-to-date information seeking behavior necessary to perform on the job effectively and demonstrate that DRMC is committed to the support of continuing education of the nursing staff.

Objectives

To train nurse interns in effective information seeking behaviors and thus utilize the resources available to them through the DRMC Medical Library.

To develop both affective self-confidence and cognitive skill levels in using information resources.

To determine if training has carried over to clinical practice.

To gain recognition of the library's contribution to the information needs of RNs and DRMC's goal of recruitment and retention of RNs.

Activities

Design "Information Resource Training for Nurse Interns" Curriculum

- Research if any such training programs exist that could be adapted or adopted.
- Develop a needs assessment instrument with objective criteria and administer to supervisors of the nurse interns.
- Develop a pre-test for nurse interns to assess the self-perception of their needs and abilities as online searchers.
- Develop training materials including PowerPoint presentations, follow up exercises, online quiz modules and handouts / booklets.

Provide Training to Nurse Interns

- Administer pre-training survey.
- Nurse interns will be given an orientation to print resources in the physical library (standard nursing texts and journals).
- Using PowerPoint, the medical librarian will describe online subscription resources available from the DRMC intranet and other free (but reputable) sources from the Internet.
- Training tools developed by other libraries will be incorporated.

- Nurse interns will then have a hands-on experience under the supervision of the medical librarian and nurse educators.
- Nurse educators will incorporate two information seeking activities within the overall internship program.

Provide Continuing Access to Library Resources

- Three “Library Corner” computer workstations will be created.
 - Each library corner will have access to the DRMC intranet and the Internet.
 - Each library corner will provide instructional materials:
 - small posters with URL paths
 - copies of PowerPoint presentations on features of the various databases
 - lists of full text reference books and journals available from IHC, PubMed, HighWire, Open Access etc.
- The PowerPoint instructional presentation will be made available as an online tutorial for review at any time.
- Online follow up quizzes will be made available.
- Nurse interns will receive a booklet of training materials for future reference.
- After successful completion of this training, Nurse interns will be encouraged to visit the physical library and use the virtual resources from the Intermountain Health Care/ Dixie Regional Medical Center intranet and the Internet.

Evaluation

A pre-training survey will be administered consisting of 2 parts:

1. Self-confidence in ability to use library resources (Likert Scale)
2. Information-seeking behavior and knowledge of library resources

A post-training assessment on both the above areas will also be administered and the results compared and compiled into a report.

1. Self-reported comfort levels (affective data) with using designated databases (Likert Scale). Data will then be compiled into a report.
2. Skills Quiz; specific assignment to find certain data or citations within databases (Objective Assessment Criteria). The quiz will be evaluated by the medical librarian and nurse educators.

Results of the post-session survey and quizzes will be evaluated and compared against the goals and objectives.

Usage data after completion of the training will be collected according to logins on the library pages on the intranet. All users of the DRMC IHC intranet must login with a user ID# and password; this can be used to track which users are nurse interns.

A gate count of physical library visits will also be kept. The medical librarian keeps an informal gate count by category: “MD, nurse, admin, other”

The medical librarian will forward a copy of the proposal to DRMC administrators, ask for feedback, keep them informed of the progress, and write a report after completion of training.

Outcomes after 6 months and 1 year will be shared with DRMC administrators in the way of a report.

Deliverables

Deliverables to be submitted to the NN/LM-MidContinental Region in Salt Lake City, Utah:

- Quarterly reports are to be filed online at:
<http://nnlm.gov/projects/submitter.html?code=mcrquarterreport> Reports are due 15 days after the close of the quarter.
- Reports will be due:
 - January 15, 2005
 - April 15, 2005
 - July 15, 2005
 - October 15, 2005
 - January 15, 2006Last quarter and Final Report due: May 30, 2006
- A final report including the final evaluation is due 30 days from the last day of the performance period. The NN/LM-MidContinental Region will provide you with the form to be completed. The final report must include a narrative summary of project accomplishments; sites where training was done and a description of training sites; description of target audience; list of exhibits, if applicable; approaches and interventions used; project evaluation results; observations on problems or barriers encountered; impact of the project; and recommendations for improvements, alternative methods, insights, etc. In addition, a graphical compilation of web site statistics, classes and demonstrations conducted of NLM databases, and meetings attended, must be provided.
- Any materials (promotional materials, training materials, articles etc) developed or produced for this project will be provided in electronic format (whether in ASCII, HTML, PDF, or other document formats). In accepting the award, the bidder gives permission for use of such materials by the NLM and NN/LM.
- The bidder may also be asked to provide information to the RML or to NLM, such as IP addresses, which will be used to track usage of MedlinePlus, PubMed or *ClinicalTrials.gov* by institutions participating in the project.
- Information on training materials developed under this contract should be submitted to the [National Training Center and Clearinghouse](http://nnlm.gov/train/suggest.html) (NTCC) (<http://nnlm.gov/train/suggest.html>).

EXHIBIT B
Information Resource Training for Nurse Interns
Budget

EXPENDITURE	AMOUNT
Library Corner computer workstations on nursing units 3 workstations @ \$1200.00 each	\$ 3,600.00
Software specific to making interactive presentations Flash Educators Edition – 1 site license	\$ 250.00
Services of a professional web designer 15 hours X \$60 per hour	\$ 900.00
Printing	\$ 250.00
Total	\$ 5000.00

EXHIBIT C
Information Resource Training for Nurse Interns
Publishing

Recipients of NN/LM funding are strongly encouraged to consider publishing results from NN/LM funded projects in journals that make their contents freely available on the Web.

All publications should include the following statement or acknowledgement: “This project is supported under contract no. NO1-LM-1-3514 with the NN/LM MidContinental Region from the National Library of Medicine.”